

TEXAS VETERANS COMMISSION

**Stephen F. Austin Building
1700 N. Congress – Suite 800
Austin, Texas 78711
(512) 463-1295
www.tvc.texas.gov**

**Veterans Entrepreneur Program
Veteran Business Consultant
(Program Specialist III)**

Salary Schedule B19: \$4,250.00 - \$4,850.00 per month

**Posting No: 14-25
Class No: 1572
Job Location: Headquarters
Austin, TX**

**Opening Date: 10/28/2013
Closing Date: 11/11/2013
WIT#: 8258382**

The Texas Veterans Commission is committed to hiring Veterans and is proud to employ the highest percentage of Veterans among all state agencies.

Note: Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of Administration, Acquisition Corps, Career Counselors, Human Resources, Judge Advocate or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position. Please call Alice Mehringer (512) 463-1295 for additional information.

General Description

This position serves as a vital member of the Veterans Entrepreneur team responsible for providing counseling, technical assistance and training to Veterans interested in starting their own business or to Veterans already in business. The Veterans Business consultant will assist clients in developing business plans, marketing strategies, budgets, and profit and loss statements. Work involves outreach, coordinating and advocating for business opportunities and other programs and services for Veterans and their families. Position will be based in Austin, Texas but will be required to travel throughout the state of Texas. **Extensive travel (up to 50%) will be required for job related functions.** _

NOTE: The Texas Veterans Commission is committed to maintaining the highest standard of professional integrity in providing services to Veterans and their families. The Veteran Entrepreneur Program Specialist provides guidance to start-up and existing Veteran-Owned Businesses. Given this unique role, the Veteran Entrepreneur Program Specialist may NOT, during their term of employment, have an ownership position in any for-profit or not-for-profit entity to exceed 10 percent. Failure to disclose any such ownership or other actual or possible conflict of interests including being actively engaged in or employed in another business, vocation or profession is grounds for immediate termination. **Extensive travel (up to 50%) will be required for job related functions.**

Examples of Work Performed

- Provide effective business management counseling support to clients in a variety of situations and environments.
- Identify and appraise prospective business support resources available.
- Perform research relative to specific business related information requests.
- Responsible for developing relationships with business support related resources throughout the state.
- Work with veteran entrepreneurs to benchmark current status and to monitor key performance indicators and provide support if needed.
- Conduct business training classes.
- May attend and participate in local, state and federal meetings and training sessions specific to the Veterans Entrepreneur program.
- Develop and maintain Veteran Entrepreneur database.
- Work hours other than 8-5 will be required for work related functions.
- Extensive travel (up to 50%) will be required for job related functions.
- Performs related work as assigned.

General Qualification Guidelines

- Graduation from an accredited four year college or university with major course work in business administration or a related field is strongly preferred.
- Honorably discharged Veteran strongly preferred. OIF/OEF/OND Veteran is generally preferred.
- Must possess a valid Texas driver's license.
- Experience in business or self-employment generally preferred.
- Experience with public speaking.

Knowledge, Skills and Abilities

- Ability to perform advanced computers skills to include, conducting internet research, operating Word, Excel, PowerPoint, Access and other PC based programs. Customer Resource Management experience a plus. (SalesForce, Siebel / Oracle, MS Dynamics, etc.)
- Ability to demonstrate leadership, strategic vision and analytical skills.
- Ability to manage multiple projects with critical timeframes.
- Ability to demonstrate expertise in the Veteran Preference registration process at both the state and federal level.
- Ability to communicate complex ideas succinctly both orally and in writing. Excellent communication and presentation skills.
- Ability to work efficiently and independently in order to meet various deadlines.
- Ability to establish and maintain effective public contacts.
- Ability to gather, assemble, correlate and analyze business related facts; devise solutions to business problems.
- Ability to prepare concise reports.

How to Apply:

Applications may be requested from the Texas Veterans Commission, 1700 N. Congress, Austin, Texas 78711 (512) 463-6564; or downloaded from the Texas Workforce Commission website: <https://wit.twc.state.tx.us>

Only mailed applications will be accepted to the Texas Veterans Commission, Attn: Alice Mehringer, PHR, Human Resources Manager, P.O. Box 12277, Austin, Texas 78711. Applications must be postmarked by the closing date in order to be considered for this posting. Resumes will not be accepted in lieu of State Applications.

A presentation and/or writing sample may be required at time of interview.

This position has been designated as a security sensitive position. A criminal background investigation will be completed on the final candidate for this position.

An Equal Employment Opportunity Employer

The Texas Veterans Commission does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or the provision of services.